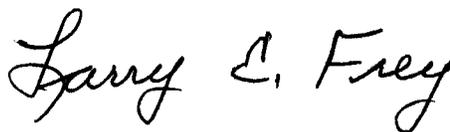


For: Oregon County Offices

Agricultural Risk Protection Act Training

Approved by: Larry E. Frey, State Executive Director



1 Overview

A Purpose

The purpose of this Notice is to inform County Offices of ARPA training. The training will be conducted by RMA with assistance from FSA Program Specialists. The training session will include employees from Alaska, Idaho, Oregon and Washington.

B Background

The Agricultural Risk Protection Act of 2000 assigns FSA certain responsibilities in assisting the Risk Management Agency (RMA) with oversight and compliance in crop insurance activities. The Act also specifies that appropriate FSA employees receive the same training as crop insurance loss adjusters.

The intent of the training is not to turn FSA employees into loss adjusters.

The goal is to provide FSA employees with broader knowledge of RMA's functions and procedures.

Disposal Date:

June 1, 2001
4/18/01

Distribution:

Oregon County Offices,

OR Notice GEN-85

2 Training Session

A

Attendees

One employee from each County Office will attend the training session. The CED shall be the attendee from the COF.

All DD's and appropriate STO personnel will also attend the training session.

Note: In shared management situations, the CED will select 1 permanent FSA employee to be the other attendee. CEDs will not send temporaries to the training.

Much of the workload is anticipated to involve growing season inspections on current policies, so the employee most likely to conduct field compliance activities may be the best employee to select.

Employees who previously worked with CAT policies may be more familiar with the materials to be covered, but this is not a prerequisite. ARPA activities will involve all policies, including buy up policies, and will not be limited to CAT. Attendees must pass a series of tests concerning general crop insurance provisions and loss adjusting.

B

CED's Who Are Unable to Attend

CEDs unable to attend the training session will need to contact their DD to discuss the situation.

The CED shall obtain DD concurrence on the selection of a replacement.

Note: In shared management situations, the CED and DD shall ensure that the selected replacement attendee will not be from the same county office as the other attendee.

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2 Training Session, Continued

C

Training Location

The meeting will be held at the:

Double Tree Hotel Spokane City Center
322 North Spokane Falls Court
Spokane, WA 992001
509-455-9600 or 800-222-8733

Rooms are available for the nights of May 7-10. Use of any other lodging facility is not authorized. A block of rooms has been reserved under "USDA FSA/RMA Training". **Rooms must be reserved by April 23, 2001.**

The room rates will be \$63.00 for a single or \$78.00 for double occupancy. The hotel will also charge a 10.1 percent hotel tax and a \$3.00 per night energy surcharge, both of which are reimbursable as miscellaneous expenses. The M&IE rate for Spokane is \$38.00 per day.

The Double Tree provides a free shuttle to and from the Spokane International Airport every half-hour.

OR Notice GEN-85

2 Training Session, Continued

D

Date and Time of Training

The training session will begin at 8:00 AM on Tuesday, May 8 and conclude at 12:00 PM on Friday, May 11.

E

Travel Authorization and Funding

All County Office employees who will be attending the training session must have an approved FSA-164 before incurring travel costs. All State Office employees must have an approved AD-202, using Washington-controlled travel funds with project code A015.

County Office employee travel costs will be paid for initially from existing county funds. Counties Offices will be required at a later date to report the final travel costs for this session, so that FSA can obtain reimbursement from RMA.

F

Training Materials

Attendees should bring writing utensils and a calculator. All other training materials will be provided.

G

Subject Matter

The first three days of training will be very similar to training provided for crop insurance adjusters, including crop insurance policy provisions, use of actuarial documents and loss adjustment procedures. Friday's session will be devoted to crop insurance oversight and compliance and a general overview of the materials covered in handbook 4-RM.

3 Future Training

A

Field Training

Training provided for loss adjusters includes field training. It is anticipated that the attendees of this session will receive field training during the coming growing season. This training will be announced when the National Office has developed a program.
